

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
May 24, 2018**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Veteran's Affairs office located in Dover, Delaware. Ms. Bhate called the meeting to order at approximately 10:06 a.m.

Those in attendance included:

BOM MEMBERS

Renee Rigby	DSP
Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Justin Day	DTI
Elmer Setting	AOC
Lt. Frederick Calhoun	NCCPD
Jeff Horvath	DE Police
	Chiefs' Council

STAFF

Earl McCloskey	DELJIS
Michael Kelly	DELJIS
Lynn Gedney	DELJIS
Mary Hansen	DELJIS
Alyssa Huenke	DELJIS
Patricia Davis	DAG

PUBLIC AND NON-VOTING PARTIES

Captain Benjamin Parsons
Isabella Kaplan

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes – Mr. Patterson made a motion to approve the April 2018 BOM Public Session minutes. The motion was seconded by Mr. Horvath. All approved. Motion carried.

BOM Executive Session Minutes – Mr. Horvath made a motion to approve the April 2018 BOM Executive Session minutes. The motion was seconded by Lt. Calhoun. All approved. Motion carried.

II. NETWORK MANAGEMENT

During the Board of Managers meeting in March, Mr. Patterson requested a list of the apartment complexes that have been granted access and the nature of same. Mr. McCloskey advised that Ms. Hansen reviewed the MOUs for these apartment complexes to provide a summary. Mr. McCloskey stated the apartments with DELJIS access are as follows:

- Arbor Management – approved October 22, 2015
- Lutheran Senior Services – approved January 28, 2016
- New Castle County Section 8 – approved January 28, 2016
- Jefferson Apartments – approved October 20, 2016
- State Housing Authority – approved February 10, 2010

- Dover Housing Authority – approved January 26, 2017

Mr. McCloskey stated that the complexes use DELJIS for HUD and Section 8 housing screenings and to comply with the Ban Policy that is part of Section 8 and HUD criteria for tenants and guests. Tenants are prohibited from having drug or weapon convictions. He added that if access is being used to enforce the Ban Policy and the information is being shared with attorneys or legal aid, those individuals are required to apply for indirect access. Ms. Bhate asked how the management of the complex is made aware of any tenant arrests. Ms. Hansen stated that she believes the police notify management.

There was discussion about how some of the MOUs are different depending on the apartment complex. Mr. McCloskey advised that Jefferson Apartments and Lutheran Senior Services have the same MOU, but differ slightly from Arbor Management. Ms. Hansen added that State Housing Authority also has a unique MOU, though they use DELJIS very little.

The Board discussed whether or not DELJIS has a legal obligation to grant an access request if previous requests from a similar entity was approved in the past. DAG Davis advised that the Board is not obligated to approve all requests from similar entities if some applications do not express substantial need for access, though cautioned against determining the decision on a case by case basis. She stated the Board could adopt regulations defining access for private entities or the Board could create a standard MOU to be used uniformly for apartment complexes. The MOU can include parameters for access, how access is to be used, and other conditions the Board wishes to impose. Ms. Bhate mentioned having users at the apartment complexes log any activity in an effort to safeguard DELJIS data and deter potential misuse of the system. Lt. Calhoun advised that he believes having a standard MOU would be best, as it can be easily adapted as time goes on. Ms. Bhate also talked about imposing a condition that any change in personnel with access to DELJIS at the apartment complex be reported to DELJIS immediately.

Mr. McCloskey also offered the option of DELJIS conducting periodic audits. The Board agreed that a standard MOU for apartment complexes should be implemented to establish uniform guidelines for these entities. DAG Davis advised that she would provide a draft of a standard MOU for the June Board of Managers meeting.

III. HEARINGS

There were no hearings.

IV. STRATEGIC ISSUES

- DELJIS Modernization Report – Mr. Day advised the project is currently on hold. He stated that the RFI is held up in the procurement offices and there is no ETA as to when it will be sent out. Mr. McCloskey asked if DTI has been meeting with any vendors. Mr. Day replied that they have not.

V. COMMITTEE REPORTS

There were no committee reports.

VI. OLD BUSINESS

- Automated Usage Statistics - Mr. McCloskey referenced Attachment B in the meeting handouts and reviewed the automated usage statistics with the attendees.
- Project Status Report – Mr. McCloskey reviewed the project status report with the attendees, referring to Attachment C in the meeting handouts. He discussed the addition of new projects and the purposes of same. Mr. McCloskey also discussed projects that have recently been completed.

Mr. McCloskey briefly discussed Senate Bills 209 and 210 regarding the Criminal Code revision and the impact on DELJIS should the bills pass. Mr. McCloskey also detailed a handful of noteworthy projects such as adding a drug intervention module in LEISS, videophone automation, adding a locator tool in E-Ticket, and hopefully adding search warrants to the LEISS suite.

- Compliance Audit Report – Mr. McCloskey advised there are no updates regarding the Compliance Audit Report.

VII. NEW BUSINESS

Mr. McCloskey advised that he submitted a formal request to OMB for DELJIS to move locations. He advised that Edgewell is moving out of their current rented space in the same complex as DELJIS. He stated that the space is twice the size of what DELJIS currently occupies and that it is a more adequate working space for the staff of 35 people at DELJIS. Mr. McCloskey advised the Board that the prospective office space has a conference room, a training room to accommodate approximately 30 people, and a break room. He added that the budget office seems to be receptive to the request and hopes to hear a final decision soon.

VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

A motion was made by Lt. Calhoun to adjourn the meeting and seconded by Mr. Horvath at approximately 11:20 p.m.